

Hickory Public Library
Meeting Room Reservation Request Form

A designated group or organization member, age 18 or over, must complete a reservation request form each time he/she wishes to reserve a meeting room. Reservations cannot be made over the telephone. No reservation can be confirmed until this form is filled out, signed, and returned to the library.

I have read the attached policy and rules concerning the use of the library meeting room. I agree to abide by these rules. Applicant's signature _____

Today's Date _____

Your Name _____

Group Name _____

Your Position in Group _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone Number *work* _____ *fax* _____ *home* _____

E-mail Address _____

Date You Wish to Reserve Meeting Room _____

Time You Wish to Reserve Meeting Room *from* _____ *to* _____

Explanation of Activity _____

Expected Number of Attendees _____

Chairs # _____ Tables # _____ Users are responsible for set-up of room.

Request for equipment, permission to serve refreshments, etc. *(See policy statement for details.)*

If you have any questions about library meeting rooms or about this form, call Patrick Beaver Memorial Library at (828)304-0500 ext. 228 or Ridgeview Branch Library at (828) 345-6037.

Meeting room reservation requests may be returned to Patrick Beaver Memorial Library in person, faxed to (828) 304-0023 or mailed to 375 Third Street NE, Hickory, NC 28601. Requests may be returned to Ridgeview Branch Library in person, faxed to (828) 267-0485, or mailed to 706 First Street, SW, Hickory, NC 28602.

FOR LIBRARY USE ONLY:

Approved _____ Notified _____ Initials _____